

## PROCEDURES: WHEN AND HOW TO FILE YOUR RESPONSE TO THE PETITION

### INFORMATION ABOUT WHEN YOU MUST FILE YOUR RESPONSE:

- **INCLUDE WEEKENDS AND HOLIDAYS IN YOUR COUNT** until you reach the number of days in Time Table below. If you file a written response with the court on time, the Petitioner **CANNOT PROCEED BY DEFAULT**.
- **TIME TABLE BELOW.** If the last day to respond falls on a Saturday, Sunday, or legal holiday, you **DO NOT** count that day.

<u>DEFAULT TIME TABLE</u>		
METHOD OF SERVICE	COUNT	EVENT
Acceptance of Service in Arizona	20 Days	after YOU, Respondent sign Acceptance of Service
Acceptance of Service Out-of-State	30 Days	after YOU, Respondent sign Acceptance of Service
Process Server in Arizona	20 Days	after YOU, Respondent received papers from Process Server
Process Server out-of-state	30 Days	after YOU, Respondent received papers from Process Server
Sheriff in Arizona	20 Days	after YOU, Respondent received papers from Sheriff
Sheriff Out-of-State	30 Days	after YOU, Respondent received papers from Sheriff
Certified Mail out-of-state	30 Days	after YOU, Respondent, signed for the papers from Sheriff
Publication	60 Days	after the 1 <sup>st</sup> date of publication

### INFORMATION ABOUT HOW YOU MUST FILE YOUR RESPONSE:

1. **Copies of the Response:** After completing your Response, make 2 copies of the Response. One copy will be for you, and the other you will mail or hand-deliver to the other party (or the party's lawyer, if a lawyer represents the other party). If a lawyer represents the other party, the lawyer's name and address will be on the Petition in the upper right-hand corner.
2. **Filing the Response:** File the original Response with the Clerk of the Court. Be sure you file within the time limit set, or you might lose important rights. See the Default Time Table to decide when you must file your Response. It is always a good idea to have the Clerk stamp your copy to show the date you filed your Response.
3. **Cost to File Response:** There is a filing fee to file your Response. You may go online at [www.gilacourts.az.gov](http://www.gilacourts.az.gov) for a list of our current fees.